GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Constitution of a Committee of Officers to study provisions relating to the division and delegation of business among Ministers, Secretaries, MLOs, and Secretariat Officers – Orders – Issued.

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GENERAL ADMINISTRATION (CABINET.II) DEPARTMENT

G.O.Rt.No.1203 **Dated.19.06.2025**

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ORDER:

The Government in Secretariat plays a pivotal role in policy formulation, inter-departmental coordination, and administrative decision-making. Over the years, the volume and complexity of governance responsibilities have increased significantly. In this context, it is imperative that the internal systems of business allocation and file processing within the Secretariat evolve to meet the contemporary demands of governance, without compromising the principles of accountability and ministerial responsibility.

2. As per the provisions of the Andhra Pradesh Government Business Rules, 2018 and the Secretariat Office Manual, the business of the Government is transacted in a structured manner through defined tiers of responsibility – including the Minister-in-Charge, Secretary to Government, Middle Level Officers (MLOs), and officers at various levels in the Secretariat hierarchy. However, it has been observed that the existing framework of file movement and delegation does not adequately leverage the capacity and experience of officers at different levels, often resulting in avoidable delays, over-centralisation of decisions, and sub-optimal use of time and institutional bandwidth – including that of the Ministers and senior officers.

3. In this backdrop, the Government considers it necessary to undertake a comprehensive review of the current provisions and practices relating to division and delegation of business in the Secretariat, with a view to Improve operational efficiency and reduce turnaround time for decision-making, Empower officers at appropriate levels with clearly defined delegations, while preserving the constitutional accountability of the Minister, Ensure greater clarity in the distribution of work, file disposal responsibilities, and supervisory roles.

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4. The Government has, therefore, decided to constitute a Committee of Officers to:

- Study the relevant provisions of the Andhra Pradesh Government Business Rules and the Secretariat Office Manual relating to the allocation of business and delegation of responsibilities among different levels of the Government machinery;
- Examine current practices being followed in Departments with respect to file processing, approvals, and movement of proposals between officers and the Minister;
- Identify bottlenecks or redundant processes that impede efficiency;
- Propose a rational and structured delegation framework that empowers officers at appropriate levels while ensuring accountability, transparency, and prompt decision-making;
- Recommend amendments or executive instructions, if any, required to operationalise the proposed framework.

5. Accordingly, Government hereby constitutes the following Committee of Officers:

Chairperson:

Special Chief Secretary to Government(Services), G.A.Dept.,

Members:

1. Special Chief Secretary to Government, HM&FW Department
2. Principal Secretary to Government, Finance Department
3. Secretary to Government, Law Department
4. Principal Secretary to Government (Poll), G.A.Dept.
5. Principal Secretary, PR & RD Department
6. Principal Secretary, MA&UD Department
7. Deputy Secretary (Cabinet), G.A. Department – Convenor

6. The Committee will submit the report within 15 days to the Government.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K.VIJAYANAND
CHIEF SECRETARY TO GOVERNMENT

To
All the concerned Officers.
Copy to;
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//FORWARDED : BY ORDER//

SECTION OFFICER